Bruhat Bengaluru
Mahanagara Palike

BRUHAT BENGALURU MAHANAGARA PALIKE

Request for Tender Proposal (RFP)

-:Name of Work:-

Providing of Technical Programmers on monthly basis Programmer must have The technical expertise on Maintaining ERO NET & Election related works the Joint Commissioner, Bruhat Bengaluru Mahanagara Palike South Zone Election Branch.

Office of the Executive Engineer
Project South Division
South Zone office complex, 9th main, 9th cross,

Tenderer **Executive Engineer**
(South), BBMP)

Jayanagara 2nd block,
Bengaluru – 560011

Tenderer **Executive Engineer**
(South), BBMP)

BRUHAT BANGALORE MAHANAGARA PALIKE

Office of the Executive Engineer
Project South
South Zone office complex, 9th main, 9th cross,
Jayanagara 2nd block, Bengaluru - 560011

Email: eeprojectsouth@gmail.com

TENDERS FOR THE WORK OF

"Providing of Technical Programmers on monthly basis Programmer must have The technical expertise on Maintaining ERO NET & Election related works the Joint Commissioner, Bruhat Bengaluru Mahanagara Palike South Zone Election Branch."

TENDER REFERENCE	**:EEP(S)/E-Procu/21/23-24, Date: 08.02.2024**
PREBID MEETING DATE AND TIME	**: 14.02.2024 at 3.00 P.M.**
PLACE OF PREBID MEETING	**: Office of the Executive Engineer, Project South, BBMP, Bangalore- 560011.**
LAST DATE AND TIME FOR SUBMISSION OF TENDERS	**: 26.02.2024 up to 4.00 P.M**.
TIME AND DATE OF OPENING OF TECHNICAL BID OF TENDERS	**: 28.02.2024 at 4.30 PM.**
PLACE OF OPENING OF TECHNICAL BID	**: Office of the Executive Engineer, Project South, Bangalore- 560011.**
FINANCIAL BID	: **01.03.2024 After technical bid approval Financial Bid will be intimated to the bidders**
PLACE OF OPENING OF FINANCIAL BID	: **Office of the Executive Engineer, Project South, Bangalore- 560011.**
ADDRESS FOR COMMUNICATION	**: O/o Executive Engineer, Project South, South Zone office complex, 9th main, 9th cross,**

Tenderer **Executive Engineer**
(South), BBMP)

	Jayanagara 2nd block, **Bengaluru – 560011.** **Email:** eeprojectsouth@gmail.com

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Bruhat Bengaluru Mahanagara Palike

Office of the Executive Engineer Project South, South Zone office complex, 9th main, 9th cross, Jayanagara 2nd block, Bengaluru - 560011
' Email: eeprojectsouth@gmail.com

No. EEP(S)/E-Procu/ 21 /2023-24
Date: 08.02.2024

INVITATION FOR TENDER (IFT)
TWO COVER SYSTEM
SHORT TERM TENDER
(Through GOK Karnataka Public Procurement Portal only)

1. The Executive Engineer, Project South, BBMP, invites tenders on behalf of the Chief Commissioner, BBMP, Bengaluru from eligible Tenderers for the providing personal as detailed in the table below. The tenderers may submit tenders for the table through KPPP e-portal of the Government of Karnataka (viz., https://kppp.karnataka.gov.in). The tenderers are advised to note the minimum qualification criteria specified in Clause 3 of the Instructions to Tenderers to qualify for award of the contract.
2. Tender documents may be downloaded from the KPPP e-portal of the Government of Karnataka.
3. Tenders must be accompanied by Earnest Money Deposit specified for the work in the table below. Earnest money deposit will have to be in any one of the forms as specified in the Tender document and shall have to be valid for 45 days beyond the validity of the tender.
4. Tenders must be submitted online through KPPP e-portal on or before **16.00** hours on **26.02.2024** and the opening of tenders will be as per the Karnataka public Procurement portal guidelines.
5. Other details can be seen in the tender documents.

Table

Sl. No.	Name of Work	Approx. Amount put to tender (In Rupees)	EMD amount in Rupees	Cost of tender form Rs. (Non-refundable inclusive of all Taxes)	Period of completion (Including monsoon)
1	**Providing of Technical Programmers on monthly basis Programmer must have The technical expertise on**	**2,43,174 /-**	**4,863/-**	**e-procurement portal**	**06 month**

Tenderer **Executive Engineer**
(South), BBMP)

	Maintaining ERO NET & Election related works the Joint Commissioner, Bruhat Bengaluru Mahanagara Palike South Zone Election Branch.				
2	Providing of Data Entry Operator to Offices under the Joint Commissioner, Bruhat Bengaluru Mahanagara Palike South Zone" (to be deployed to the BBMP offices spread across the South Zone)	**5,29,368/-**	**10,587/-**	**e-procurement portal**	**03 month**

Calendar of Events

1. Pre bid meeting will be held at the Office of the **Executive Engineer Project (South) 14.02.2024 at 3.00 P.M**.
2. Last Date & Time for receipt of tenders is: **26.02.2024 up to 4.00 P.M**.
3. Technical Bid opening date: **28.02.2024 at 4.30 PM.**
4. Financial Bid opening date : **01.03.2024 at 4.00 PM** or After Technical bid approval.

General Conditions.

1. Tender documents may be downloaded from Government of Karnataka e-Procurement website https://kppp.karnataka.gov.in under login for Contractors. Aspiring Bidders/Contractors who have not registered in e-procurement should register before participating through the website https://kppp.karnataka.gov.in.
2. For details, registration and e-payment visit GOK e-Procurement website https://kppp.karnataka.gov.in or contact e-Procurement Helpdesk at 080 – 25501216 / 25501227
3. The Bruhat Bangalore Mahanagara Palike reserves the right to accept / reject any or all the Tenders without assigning any reasons.
4. The Tender will remain valid for **90 Days** from the Date of Opening of Financial bid.
5. The Work shall be commenced with all Men and Material within 7 days from the Date of Work Order, failing to which it would be presumed that the Successful Tenderer is not interested in the Work and Action will be taken to get the Work executed through Alternate Agency at the risk and cost of the Former Tendered.
6. Further Details of the work and drawings can be obtained from the Office of the Executive Engineer, Project (South), BBMP, Bangalore – 560011.The Tender Notification along

with Blank Tender Form will be accessible in the website of GOK e- Procurement Platform https://kppp.karnataka.gov.inwebsite.

7. Any reputed Individual/ company registered with BBMP/CPWD/ KPWD/ Railways/ MES or any State Government Organization are eligible to apply.
8. No Joint Venture / Consortium are permissible.
9. **The Tender is a Two Cover Tenders System.**
10. Bidders/Contractors Should attaches all the Scanned copies of technical documents/certificates pertaining to their eligibility criteria mentioned.
11. Above in the website itself, failing which, the bid will not be considered. (Technical Bid). The original documents should be produced for verification at any stage of tender process as and when sought for, failing which, the bids are liable for disqualification.
12. Rates shall be quoted in Tender Schedule-B (Financial Bid). In the website itself.
13. The Bruhat Bangalore Mahanagara Palike Tender document is part and partial of the agreement. The successful tenderer will have to execute agreement with BBMP without assigning any reasons.
14. In case tenderer quotes lesser amount than the estimated amount, before signing of the agreement, tenderer should furnish a Demand Draft for difference of amount in favour of **Chief Commissioner, BBMP**.
15. Date for opening of financial bid will be intimated to Bidders who qualify in technical evaluation.
16. Any Dispute between tenderers and Bruhath Bangalore Mahanagara Palike, Bangalore the judicial decision with be decided within the jurisd iction of courts in Bangalore City Limits Only.
17. No Escalation of prices will be allowed under any circumstance.

Sd/-

Executive Engineer

Project South

Copy to :

1. P S to Administrator to bring into the notice of the Administrator.
2. P S to Commissioner to bring into the notice of the Commissioner.
3. Special Commissioner (Projects) for kind information.
4. Joint Commissioner (South) for kind information
5. Engineer – in – Chief for kind information.
6. Chief Engineer (South) for kind information.
7. Chief Engineer East/West/Project-Central/ Road Infrastructure/ Lakes/ Rajarajeshwari Nagar / Bommanahalli /Dasarahalli /Mahadevapura /Yelahanka / SWD for kind information.

8. Superintending Engineer(South)/ East/West/South/Road Infrastructure/ Projects / Rajarajeshwari Nagar/Bommanahalli/ Dasarahalli /Mahadevapura / Yelahanka for kind information.
9. CAO / Chief Auditor for kind information.
10. I T. Advisor with a Request to publish the same in the BBMP Website.
11. All Executive Engineers with a Request to publish the same in the Display / Notice Boards.
12. Accounts Superintendent / Cashier for information for necessary action.
13. Public Relation Officer, BBMP for information and to publish in two leading Newspapers in Kannada and English.
14. Notice board Office Copy.

Executive Engineer

Project South

Tenderer **Executive Engineer**
(South), BBMP)

SECTION 2

SCOPE OF WORK

The Bidder is required to **Providing of Technical Programmers on monthly basis Programmer must have The technical expertise on Maintaining ERO NET & Election related works the Joint Commissioner, Bruhat Bengaluru Mahanagara Palike South Zone Election Branch.**

The staff will be on the rolls of the Service Provider herein after referred as "SP" and shall not have any claim for continuation in Bruhat Bengaluru Mahanagara Palike herein after referred to as "**BBMP**", and SP shall be liable to comply with all the requirements of laws of the land and rules/regulations of BBMP and Government of Karnataka and India.

The additional requirement of a short period to meet the Peak Operational Requirement if any, on day-to-day basis is also to be met with at the same rate quoted for regular work.

TECHNICAL PROGRAMMERS REQUIREMENT

SL NO.	OFFICE NAME	POSTAL ADRESS	NUMBER OF TECHNICAL PROGRAMMERS REQUIRED	Duration
1.	Joint Commissioner, Bruhat Bengaluru Mahanagara Palike South Zone Election Branch.	Joint Commissioner, South Zone,, (Election Branch), 9th main, 9th cross, 2nd block Jayanagara, Bengaluru, Karnataka-560011.	**01 No**	**6 Months**

Tenderer **Executive Engineer**
(South), BBMP)

SECTION 3

INSTRUCTIONS TO TENDERERS

1. Eligible Bidders

1.1. **Providing of Technical Programmers on monthly basis Programmer must have The technical expertise on Maintaining ERO NET & Election related works the Joint Commissioner, Bruhat Bengaluru Mahanagara Palike South Zone Election Branch**.) invites Proposals under kppp e-protal (Two cover system) on outsourced basis for a period of **06 months,** which may be extended by another **06 months** based on performance. More details on the Services are provided in the Terms of Reference. The RFP is open to all service providers registered in India. The service providers will be selected under Least Cost Selection (LCS) procedures described in this RFP.

1.2. The bidder should have carried out similar services, relating to IT-enabled services (ITES) such as IT-Hardware, IT Software & all Electronic items purchasing services, AMC, Data Entry Manpower Services, IT solutions (Hardware & Software) development & maintenance, IT networking, IT consultancy, IT enable service & E-Governance project services **(herein after referred as IT–enabled services)** preferably Government/Public/Private/Educational sector in last three years, with consolidated Three years turnover of Rs.**4,86,348/- (Rs Four lakhs Eighty Six Thousand Three hundred Forty Eight only)** from similar services.

1.3. Certificate of satisfactory performance for the same has to be furnished.

1.4. The bidder should own sufficient data bank of candidates so that continuity of service is maintained and supplied to BBMP

2. Cost of Bidding.

2.1. The Bidder shall bear all costs associated with the preparation and submission of their bid and BBMP, will in no case

be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

3. Contents of Bidding Documents.

3.1. The bidding procedures and contract terms are prescribed in the bidding documents. In addition to the invitation for Bids, the Bidding Documents include:

a. Instruction to Bidders (ITB)
b. General Conditions of Contract (GCC)
c. Special Conditions of Contract (SCC)
d. Schedule of Requirements
e. Technical Specifications/Qualification criteria
f. Bid Form and Price Schedules
g. Contract Form

3.2. The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the Bidding documents in every respect be at the bidder's risk and may result in rejection of their bid.

3.3. While preparing the Technical Proposal, Service Provider must give particular attention to the following:

3.3.1. Service Provider Should not associate with the other Service Providers for this

Assignment.

3.3.2. The estimated number of staff required for a period of **06 months**, extendable

by additional 06 months based on performance, are as follows:

3.3.3. The salary for the **Technical Programmers** is fixed as per the Election branch

4. Clarification of Bidding documents

4.1. A prospective bidder requiring any clarification of the bidding documents may notify the **Office of the Executive Engineer,** Project South , BBMP, Bengaluru in writing, or email at the mailing address indicated in the invitation for bid not later than 4

days prior to date of opening the Technical bid. The **Office of the Executive Engineer,** Project South, BBMP, Bengaluru will respond to any request for clarification of the bidding documents prior to the deadline for submission of bid prescribed.

PREPARATION OF BID

5. Language of Bid

5.1. The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged should be in English language. Supporting documents and printed literature furnished by the bidder may be written in another language (Kannada) provided they are accompanied by an accurate translation of the relevant passages in the English language in which case, for purposes of interpretation of the bid, the English translation shall govern.

6. Documents Comprising the Bid

6.1. The bid prepared by the bidder shall comprise the following components:

(a) A bid form and price schedule completed in accordance with terms and conditions.

(b) The documentary evidence to establish the bidder is eligible to bid and is qualified to perform the contract if their bid is accepted

(c) Documentary evidence to establish the **ancillary** services to be supplied by the bidder shall conform to the bidding documents

(d) Bid security deposit furnished in accordance with the terms and conditions.

7. Bid Form

7.1 Bidder should be quote the service charges not less than 4%, lesser than 4% will be rejected.

1.	Eligibility criteria

2.	a. Annual turnover of the bidder shall not be less than Three years turnover of Rs.**4,86,348/- (Rs Four lakhs Eighty Six Thousand Three hundred Forty Eight only)** three financial years i.e., 2020-21, 2021-22 & 2022-23. (*should submit Work order) b. Bidder has minimum any one year i.e., 2020-21, 2021-22 & 2022-23 of preceding experience as MANPOWER SUPPLYING AGENCY with PSU/Central Govt. / State govt/ BBMP c. The Bidder Should have valid Form – C Certificate from Labour Department. d. Registration / Allotment of ESI& EPF e. The Bidder should have valid GST certificate f. The Bidder should have valid PAN Card	

8. Bid Prices

8.1 The supplier shall quote price as per fee structure annexure attached to bid document. The service charge etc., as applicable.

8.2 The price quoted by the bidder shall remain fixed during entire period of Contract & shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

9. Bid Currencies.

9.1. Prices shall be quoted in Indian rupees only.

10. Documents establishing bidder's eligibility and qualifications

10.1. The Bidder shall furnish, as part of its bid documents establishing the bidder's

eligibility to bid and its qualifications to perform the Contract if its bid is accepted.

10.2. The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted, shall establish to the

Bruhat Bengaluru Mahanagara Palike South Zone Election Branch. satisfactions.

(a) That the bidder has the financial, technical and production capability necessary to perform the contract and meets the criteria outlined in the qualification requirements. To this end, all bids submitted shall include the following information;

(i) The legal status, place of registration and principal place of business of the company or firm or partnership, etc

(ii) Details of experience and past performance of the bidder on IT-enabled services within the past three years and details of current contracts in hand and other commitments

11. Documents establishing service conformity to bidding document

11.1. The bidder shall furnish, as part of its bid, documents establishing the conformity to the bidding documents of all service and services which the bidder proposes to supply under the contract.

12. Bank Security Deposit

12.1. The Successful bidder's security will be discharged upon the bidder's acceptance of the award of CONTRACT SATISFACTORILY and furnishing the performance security.

12.2. EMD: Earnest Money Deposit:

12.3. Hardcopy of the all the documents uploaded in the e procurement portal shall be submitted before opening of tender to the office of Executive Engineer south

12.4. Any bid not secured in accordance with Terms and conditions above will be rejected by the BBMP as non-responsive.

12.5. The successful bidder's bid security deposit will be discharged upon the bidders signing the contract.

12.6. The bid security deposit may be forfeited;

(a) If a bidder withdraws its bid during the period of bid validity of the bid.

(b) In case of successful bidder, if the bidder fails;

i) To sign the contract.

ii) To furnish performance security.

iii) A bid not secured in accordance with tender requirements shall be rejected by the **Bruhat Bengaluru Mahanagara Palike South Zone Election Branch.** as non-responsive at the bid opening stage.

iv) The bid security of unsuccessful bidder will be discharged / returned as early as possible but not later than 30 days after the expiry of the period of bid validity

13. Format and Signing of Bid

13.1. Bidder shall submit the Bid electronically before the submission date and time published in Karnataka public Procurement portal.

SUBMISSION OF BIDS

14. Sealing and Marking of Bids

14.1. Bidder shall submit the Bid electronically before the submission date and time published.

15. Deadline for submission of bids

15.1. Bids must be submitted on-line in the Karnataka public Procurement portal by the **Bruhat Bengaluru Mahanagara Palike**. before the notified date and time.

15.2. The **Bruhat Bengaluru Mahanagara Palike** may extend the deadline for submission of bids by issuing an amendment, which in case all rights and obligations of the BBMP and the Bidders previously subject to the original deadline will then be subject to the new deadline.

16. Late Bids

16.1. In online e-procurement system, Bidder shall not be able to submit the bid after the bid submission time and date as the icon or the task in the Karnataka public Procurement portal will not be available.

17. Modification and Withdrawal of Bids

17.1. Bidder has all the time to modify and correct or upload any relevant document in the portal till Bid submission date and time, as published in the Karnataka public Procurement portal.

17.2. The Bidder may withdraw their Bid before the notified last date and time of Bid submission.

18. Bid validity

18.1. The bids shall remain valid for 180 days after the date of opening of bids. A bid valid for a shorter period shall be rejected as non-responsive.

18.2. A bidder accepting the request of BBMP for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify their bid.

BID OPENING AND EVALUATION

19. Opening of Bids

19.1. BBMP will open online the **Two Covers** of all the Bidders received through Karnataka public Procurement portal, in the presence of the Bidders or their authorized representatives on the date, time and the place specified in the Karnataka public Procurement portal. In the event of the specified date of Tender opening being declared a holiday for the BBMP, the Tenders will be opened at the appointed time and location on the next working day.

19.2. BBMP shall inform the bidders on the Second Cover Tender opening.

20. Process to be confidential

20.1. Information relating to the examination, clarification, evaluation, and comparison of Bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the

successful Bidder has been announced. Any effort by the Bidder to influence the BBMP's processing of Bids or award decisions may result in the rejection of their Bid.

21. Clarification of Bids

21.1. During evaluation of Bids, BBMP may, at their discretion, ask any Bidder for clarification of their Bids, including breakdowns of unit rates. The request for clarification and the response shall be in writing or by cable, but no change in the price or substance of the Bid shall be sought, offered, or permitted.

22. Preliminary Examination

22.1. Prior to the detailed evaluation of Bids, the BBMP will determine whether each bid; (a) has digitally signed; and; (b) is substantially responsive to the requirements of the Bid documents.

22.2. A bid determined as not substantially responsive will be rejected by the BBMP and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

23. Evaluation and Comparison of Bids.

23.1. BBMP will evaluate and compare only the bids determined to be substantially responsive.

23.2. If there is a discrepancy, between words and figures and amount in words shall prevail. Prior to detailed evaluation, BBMP will determine the substantial responsiveness of each bid to the bid documents. A substantially responsive bid is one, which conforms to all the terms and conditions of bid documents without any material deviation. A bid determined as non-responsive will be rejected by BBMP.

24. Contacting BBMP

24.1. No bidder shall contact BBMP on any matter relating to its bid, from the time of bid opening to the time the contract is awarded.

24.2. Any effort by a bidder to influence BBMP in BBMP bid evaluation, bid comparison or contract award decisions may result in rejection of the bidders bid.

24.3. A pre-bid meeting shall be conducted with the bidders after 05days from the date of publication of Tender.

Tenderer **Executive Engineer**
(South), BBMP)

AWARD OF CONTRACT

25. Duration / Period of Contract

25.1. The contract will be awarded for **06 (Six)** months with terms and conditions.

26. Award of Contract

26.1. BBMP shall consider placement of letter of Acceptance to those bidders (in duplicate) whose offers have been found acceptable. The bidders shall return one copy of the LOA in token of their acceptance along with the performance security and as per format shown in bid document within three days.

27. BBMP reserves right to accept any bid and to reject any or bids

27.1. BBMP shall not be bound to accept the lowest or any tender and reserves to itself the right to accept or reject any bid or to accept whole or a portion of tender, as it may deem fit, without assigning any reason thereof and without incurring any liability to the affected bidder(s) for the action of BBMP.

28. Performance Security

28.1. If the service provider fails or neglects any of their obligations under the contract it shall be lawful for BBMP to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

28.2. Performance security will not require paying if they submit MSME Udyam AAdhar certificate. (MSME exemption)

29. Signing of contract

29.1. Signing of Agreement shall constitute the award of contract on the bidder.

29.2. Upon furnishing the Performance Security by the successful bidder, BBMP shall discharge their bid security.

30. Annulment of Award

30.1. Failure of the successful bidder to comply with the requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event BBMP may make the award to any other bidder at the discretion of BBMP or call for new bids.

31. Terms of payment

31.1. The payment shall be made within 15 working days from the date of receipt of bill.

32. Termination of Contract

32.1. In case of any default by the service provider and in any of the terms & conditions (whether General, special statutory), BBMP may without prejudice to any other right/ remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving one months notice in writing to the service provider.

32.2. All instructions, notice and communications etc., under the contract given in writing and if sent to the last known place of business, shall be deemed to be served on the date, even in ordinary course of post these would have been delivered to the service provider.

32.3. Notwithstanding anything contained herein BBMP also reserves the right to terminate the contract at any time or stage during the period of contract, by giving one month notice in writing without assigning any reason and without incurring any financial liability whatsoever to the service provider.

33. Termination for Insolvency

33.1. BBMP may also give in writing notice and without compensation to the service provider terminate the contract if the service provider becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

34. Insurance

34.1. The insurance cover protecting the agency against all claims applicable under the workmen's compensation ACT 1948 and other statutory laws shall be taken by the service provider. The service provider shall arrange necessary insurance cover for any person deployed by him even for short duration. In the event of any liability / claim failing on BBMP the same shall be reimbursed / indemnified by the service provider.

35. Prices

35.1. The rates should be on monthly basis. The rate quoted will be inclusive of all components but excluding service tax component, which will have to be charged as per prevailing rules.

36. Price revision

36.1. No escalation is admissible on any account what-so-ever during the contract period, except the VDA.

36.2. The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award Subject to aforesaid arbitration and conciliation Act 1996, and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceedings this clause.

37. Set off (Recovery of Sum Due)

37.1. Any sum of money due and payable to the Service Provider (including security deposit refundable to him) under this contract may be appropriated by BBMP and set off the same against any claim of BBMP for payment of a sum of money arising out of this contract or under any other contract made by Service Provider with BBMP.

37.2. In the event said security deposit/ performance guarantee being insufficient the balance of total amount recoverable, as the case may be shall be deducted from any sum of due to the Service Provider under this or any other contract with BBMP should this

amount be insufficient to cover the said full amount recoverable, the Service Provider shall pay to BBMP on demand the balance amount, if any, due to BBMP within 30 days of the demand by BBMP.

37.3. If any amount due to the company is so set off against the said security deposit, the service provider shall have to make good, the said amount so set off to bring the security deposit to the original value immediately by not later than 10 days.

38. Other Statutory Obligations and General Term & Condition

1. Service provider will obtain necessary specific License from the Labour Department / Inspector of Factories / Shops / Labour for undertaking service Contracts.
2. SP shall comply with all terms / obligations including record maintenance as per contract Labor (Regulation and Abolition) Act, 1970 and Workmen's Compensation Act.
3. Wages / Salaries will be as per the compliance of Minimum Wages Act. If the SP do not adhere to the Minimum Wages Act, the BBMP shall reserve the right to deduct the such amount payable to the SP that fall short of the Minimum Wages Act and pay directly to such of the persons to whom such short amount was paid by the SP.
4. The candidate should be 18 years above and be well versed in Kannada and English for the outsourced services.
5. The SP shall not change the staff frequently, any Change without JC(south) consent No attendance and no payment will be made for the same.
6. The DCF/ACF to deduct income tax and other taxes as applicable and as per the existing rules, Act(s) and notification from time to time.
7. The Service Provider shall submit to the Employer the list of personnel deployed by him along with medical certificate, police verification of character and antecedents, personal details such as names of parents, address (temporary and permanent), telephone number if available for record by the Employer.

8. The persons so deployed shall not be below 18 years and not above 55 years. They will perform their duties to the satisfaction of the Employer. A representative of the Service Provider will report at least once in a month to the Employer or his representative at least once in a month for co-ordination with the Employer.
9. The personnel deployed by the Service Provider shall be covered as per applicable act and rules under the Karnataka Minimum wages act 2023-24 ESI, PF, Gratuity and Bonus.
10. The service provider shall extend all benefits including leave, maternity leave accruing to them under the various applicable Labour laws.
11. After deducting the applicable employee's contribution of PF (present rate 12%), ESI (present rate 0.75%) and professional tax if any. The payment to the personnel should be made only by ECS mode within fifth day of the next month for which the payment is due. The deducted employee's contribution should be deposited in the accounts of the personnel through nationalized banks to the appropriate authorities within the prescribed time period.
12. The Service Provider shall also deposit the applicable Employer's contribution of PF (present rate 13%) and ESI (present rate 3.25%) professional tax in the accounts of the personnel through nationalized banks to the appropriate authorities within the prescribed period.
13. The Service Provider shall submit his invoice for the month before the tenth of the next month. The invoice shall give the following details:
    1. Salary for the personnel based on attendance (computed at the quoted rate per month of 30 days less the employees contributed of (PF and ESI) supported by attendance sheet.
    2. Employee's contribution of PF and ESI supported with proof of having deposited the same with the appropriate authorities.
    3. Employers' contribution of PF and ESI supported with proof of having deposited the same with appropriate authorities.
    4. Service Providers fees computed on the total of 1 to 3 above.

14. The Annual statement of accounts in respect of each personnel as issued by the Regional Provident Fund Commissioner and ESI shall be furnished to each of the personnel with copy to the Employer.

15. Bids submitted after the deadline shall not be accepted under any circumstances whatsoever.

16. Any conditional bid is liable to be rejected.

17. Bids not following the two-cover format, or including price information in the technical bid shall be rejected.

18. The Earnest Money will be forfeited if the bidder rescinds from the offer.

19. Bids offering rates which are lower than the minimum wages for the pertinent category would be rejected.

20. The selected agency will be required to pay minimum wages as prescribed under the Minimum Wages Act of Central Government along with all such other statutory dues like ESI, PF, etc. The agency will maintain proper record as required under the Law / Acts.

21. Liability, if any arising in the Court of law/Tribunals governed by Constitution of India under these acts shall be borne solely by the Agency.

39. Mode of Monthly payment

39.1. Offices of the JC (south) shall submit the attendance certificates of staff to the SP on 2nd of every month.

39.2. The SP shall submit the salary bill of staff to the DCF/ACFon or before 5th of every month.

39.3. The DCF/ACFshall after due verification of bill submitted by the SP get the counter signature of the Joint Commissioner (south) and make monthly payment to the SP through ECS only on or before 10th of every month.

39.4. The monthly salary to the outsourced staffs shall be made through the electronic clearance system (ECS) by the SP on or before **07th of every month**.

39.5. A copy of monthly aquittance sheet including the bank statement of the previous month should be submitted by the

SP toDCF/ACF. After verifying the same the monthly payment to the SP be made.

39.6. In case of default in payment, the Joint Commissioner (South) shall immediately write to Additional Commissioner (Admin) andChief Accounts Officer about the non-payment and in turn the Joint Commissioner (South) issue a show cause notice to the SP regarding the default which shall be redressed within next 24 hours.

39.7. If the SP fails to redress the non-payment of salary within 24 hours from the time of issuance of a show cause notice by the Joint Commissioner (South) and the authority shall impose a penalty equal to the monthly defaulted salary of the staff.

39.8. In case of 2nd default, the Joint Commissioner (South) shall along with imposing a penalty as above, the Additional Commissioner (Admin) shallreport the matter to the Commissioner, BBMP

39.9. In case of 3rd default, Additional Commissioner(Admin) shall recommend for the termination of services of SP to the Commissioner, BBMP,

39.10. The Joint Commissioner (South), DCF/ACFshall ensure all statutory deductions like ESI, PF, tax etc., before making the payment to the SP every month through ECS.

Tenderer **Executive Engineer**
(South), BBMP)

SECTION 4

BRUHAT BENGALURU MAHANAGARA PALIKE

Sub: Providing of Technical Programmers on monthly basis Programmer must have The technical expertise on Maintaining ERO NET & Election related works the Joint Commissioner, Bruhat Bengaluru Mahanagara Palike South Zone Election Branch.

QUALIFICATION OF STAFF

SL. NO.	POST	REQUIREMENT		
		QUALIFICATION	SKILL SET	EXPERIENCE
1.	Technical Programmers	Minimum passed in BE or equalant certification in Basic Computer Knowledge from recognized institution.	The technical expertise on Maintaining ERO NET & Election related works. Proficiency in English, Kannada typing and excellent use of Computer Working knowledge in use of computer & MS Office (word, excel & PowerPoint). Knowledge in usage of E-Office Software Application. Basic Software Knowledge Good Written and Communication Skills Fast Typing Speed Verbal and Written Communication Skills The Ability to Operate Standard Office Equipment Organizational and Time-management Skills.	1 to 3 years

Tenderer
(South), BBMP)

Executive Engineer

SECTION 5

BRUHAT BENGALURU MAHANAGARA PALIKE

Sub: Providing of Technical Programmers on monthly basis Programmer must have The technical expertise on Maintaining ERO NET & Election related works the Joint Commissioner, Bruhat Bengaluru Mahanagara Palike South Zone Election Branch.

PAY STRUCTURE

Sl no	Particulars	**Per month**	**For Six months**
1	Basic +DA	**15,000.00**	**90,000.00**
2	HRA	**6000.00**	**36,000.00**
3	Conveyance	**1800.00**	**10,800.00**
4	Other allowance	**7961.00**	**47,766.00**
5	PF Employer contribution	**1950.00**	**11,700.00**
6	Total gross salary	**32,711.00**	**1,96,266.00**
7	Service Charges 5.00%	**1636.00**	**9816.00**
8	Sub Total	**34,346.00**	**2,06,076.00**
9	GST 18%	**6182.00**	**37,092.00**
10	**Total**	**40,529.00**	**2,43,174.00**

Sl no	**Basic+DA**	**HRA**	Conveyance	Other allowance	PF Employer contribution	Total gross salary	For 6 months	Service Charges (minimum 4%)	**GST (18%)**
1	**2**	**3**	4	5	6	7	8	**9**	**(8+9)**
	15,000.00	**6000.00**	**1800.00**	**7961.00**	**1950.00**	**32,711.00**	**1,96,266.00**		

Note:- Bidder Should quote Service charges minimum 4.00%. if quoted lesser than 4.00% bidder will be rejected.

Bidder should quote service charges for rupees 1,96,266.00 with out GST.

Tenderer **Executive Engineer**
(South), BBMP)

SECTION 6

FORM OF BID, TECHNICAL BID

To,

Office of the Executive Engineer,
Project South zone,
Bengaluru.

Subject: **Providing of Technical Programmers on monthly basis Programmer must have The technical expertise on Maintaining ERO NET & Election related works the Joint Commissioner, Bruhat Bengaluru Mahanagara Palike South Zone Election Branch.**

Tender No: /_____ dated-----

Dear Sir,

1. I/We, the undersigned (hereinafter called The Bidder having read & examined all the Sections i.e., Statutory obligations and General Term & Conditions Manpower requirements etc in connection with the above-mentioned works offer to execute and complete the whole of the said work as awarded to us, in conformity with the terms and conditions and as per Agreement.
2. I / We, hereby submit our bid and undertake to keep our bid for above work valid for a period of 180 days from the date of opening of bid. We hereby further undertake during he said period I/we shall not vary/alter or revoke my/our bid.
3. Until an agreement is prepared an executed, this offers together with our written acceptance thereof, shall constitute a binding contract between us. We understand that BBMP is not bound to accept the lowest of any offer it may receive. If our offer is accepted, we undertake to complete the whole of the said work as warded to us within the time stated herein.
4. If our bid is accepted, we will submit as performance security sum ofequivalent to 3.0% of the total value of the contract (Payment released by BBMP for 24 months).
5. We will supply the dedicated staff to perform the assigned work diligently and ensure 100% accuracy and timelines at all time.
6. We will forward the payroll sheet to DC(F) / AC(F) which will ensure 100% transparency in our transactions.
7. We shall indemnify and hold harmless the Consortium against any and all claims, demands and / or judgments of any nature brought against the Consortium arising out of the Services of our staff deployed under the contract.

8. The particulars of our Organization & other relevant details/supporting documents are enclosed.

Signed----------

In the Capacity of ----------

Duly authorized to sign offers for and behalf of ----------

Bidder's name----------

Designation----------

Phone no----------

Tenderer **Executive Engineer**
(South), BBMP)

TECHNICAL BID

Sub: Providing of Technical Programmers on monthly basis Programmer must have The technical expertise on Maintaining ERO NET & Election related works the Joint Commissioner, Bruhat Bengaluru Mahanagara Palike South Zone Election Branch.

1.	**Eligibility criteria**	
2.	g. Annual turnover of the bidder shall not be less than Three years turnover of Rs.**4,86,348/- (Rs Four lakhs Eighty Six Thousand Three hundred Forty Eight only)** past three financial years i.e., 2020-21, 2021-22 & 2022-23.(*should submit Work order) h. Bidder has minimum any one year i.e., 2020-21, 2021-22 & 2022-23 of preceding experience as MANPOWER SUPPLYING AGENCY with PSU/Central Govt. / State govt/ BBMP/ i. The Bidder Should have valid Form – C Certificate from Labour Department. j. Registration / Allotment of ESI& EPF k. The Bidder should have valid GST certificate l. The Bidder should have valid PAN Card	

Tender ref: Date:

To be filled in by the bidder (enclose copy of documents to support your statement)

Date Signature Seal

Designation

SECTION 7

UNDERTAKING AND CERTIFICATION OF NON-PARTICIPATION

This deed of undertaking executed on this ----- day of ----- two thousand and ---------- by (name of sole proprietor/partner/Director/authorized representative, the Firm, Company or partnership etc)---------- S/O ---------- residing at ----------on behalf of said M/s ---------- (c) having it's office at ---------- and duly authorized to sign, and verify present undertaking by the said ---------- (Name of the Firm, Company, Trust, Society etc) in favour of General Consultant to BBMP having it's Office at Bengaluru, Karnataka - 560011, Hereafter called BBMP (which terms shall mean and include its successors, administrator, heirs and assigns.

Whereas BBMP invited bids for ---------- I/We participated in the bidding process and emerged as successful bidder with respect to Tender no. ---------- I/We ---------- acknowledge that I/We ---------- have fully understood and are aware of the terms & conditions of the Tender / Contract and do hereby unequivocally and unconditionally undertake and declare that.

1. I/We ---------- shall comply with all the Rules / Regulations/ Laws/Government instructions/status etc., that are applicable / will be made applicant and or are aimed to protect the interest of the workers/employees engaged by me / us in the past and during the course of performance of the contract with BBMP.
2. I/We comply with the tender conditions.
3. I/We protect, indemnify and hold harmless BBMP and its employees, officers, directors' agents or representatives from and against any and all liabilities, losses, actions, judgments, damages, fines, penalties and costs (including legal costs and disbursements) arising from or relating to:
    a. Any breach violation of any direction, order from any governmental authority any provisions of the labour laws, statue or regulation that are of will be aimed to protect the interest of the workers/ laborers engaged by the service provider in pas and during the course of this contract OR.
    b. Any other payments, Claims or liability that may arise for ensuring compliance of the provisions of any of the labour laws or any other laws etc. OR
    c. And other claim made by any third party in connection with any violation of any of laws, guidelines, instruction etc., in witness whereof this undertaking has caused on the ---------- Day ---------- Month of ---------- year----------

Tenderer **Executive Engineer (South), BBMP)**

Date:
Place

Signature----------

Name----------
Designation ----------

Witness 1. ----------

2. ----------

Tenderer **Executive Engineer**
(South), BBMP)

(Certificate of Non-participation of near Relatives in the tender called for **Providing of Technical Programmers on monthly basis Programmer must have The technical expertise on Maintaining ERO NET & Election related works the Joint Commissioner, Bruhat Bengaluru Mah anagara Palike South Zone Election Branch**. as required under Section IV.

CERTIFICATE

I ---------- S/o

----------hereby certify that none of my relative (S) are employed in BBMP, In case at any stage, it is found that the information given by me is false/incorrect, BBMP shall have the absolute right to take any action as deemed fit/without any prior intimation to me.

Service Provider

Signed
Name

Position

Date

Tenderer **Executive Engineer**
(South), BBMP)

SECTION 9

FINANCIAL BID

Sub: Providing of Technical Programmers on monthly basis Programmer must have The technical expertise on Maintaining ERO NET & Election related works the Joint Commissioner, Bruhat Bengaluru Mahanagara Palike South Zone Election Branch

TENDER No:
Dated:

Fees structure for : Providing of Technical Programmers BBMP

Sl.No.	Description	*Service Charges i.e., Fees as quoted in terms of % on monthly Salary paid to the Employee per month	
		In Figure	In Word
1.	If monthly Salary paid as per the Staff Requirement schedule:		

Note:

1. **** indicates the service charge does not include GST component. The applicable service will be claimed in the monthly invoice as per prevailing rates.***
2. ***The rates should be quoted taking into cognizance the Minimum Wages Act 1948, the Minimum Wages (Central) Rules, Equal Remuneration Act 1976, Central Rules 1976 and any other Acts passed by State Government/Central Government from time to time.***
3. ***The 'Eligible Bidder' shall be selected based on prices quoted by the participant bidder and his/her technicalities.***
4. ***The prices should be free from over-writing/corrections etc. failing which the bids shall be summarily rejected***

Signed----------

Tenderer **Executive Engineer**
(South), BBMP)

In the Capacity of ----------

Duly authorized to sign offers for and on behalf on----------

Bidder's Name----------
Designation……
Phone no ……

SECTION 10

CONTRACT AGREEMENT

This CONTRACT SERVICES AGREEMENT (hereinafter referred to as the Agreement) is executed on this ------- day of ---- by and between --------- having its registered office at -------- shall mean and include all its legal representatives, and assigns of the First Part, referred as Service Provider (SP)

AND

Joint Commissioner (South) Bruhat Bengaluru Mahanagara Palike located at Bengaluru, Karnataka - 560041 hereinafter referred to as "BBMP" which term shall mean and include all its legal representatives, and assigns of the Second Part.

This contract agreement is valid for a period of Two years, extendable depending upon the performance of the Service Provider and mutual consent by both the parties.

The BBMP shall ensure that it shall share the attendance sheet of the Contract Employees with the Contract Firm on the 1st day of every month for services performed in the previous month so as to enable the Service Provider to process the Payroll statement.

The Service Provider shall ensure that it shall prepare and forward the Payroll Sheet as per the attendance approved by the client in the time sheet on or before 3rd day of every month for services performed in the previous month.

The BBMP shall ensure that on receipt of the Payroll sheet make ECS payment to the Service Provide (CONTRACT FIRM) for the aforesaid Service Provider which shall include all components of salary, contribution to employee's PF, ESI incentives etc…, and service charges of the Service Provider as agreed upon during the time of this contract. The BBMP shall deduct taxes and income taxes as TDS on the service charges by the Service Provider at prevailing market rates.

THE SERVICE PROVIDER shall charge the BBMP a service charge as per LOA dated ---- on the Gross Salary earned by all Contract Employees rolls during the period of this contract.

The SERVICE PROVIDER shall raise an invoice on BBMP for services performed in the previous month on or before 5th of every month.

The BBMP agrees to pay the Contract Fee as per the invoice / Payroll statement which is payable by the BBMP within fifteen working days from the date of receipt of bill for services performed in the previous month so as to enable the Service Provider to make payment of their Contract Employees. But the SERVICE PROVIDER should make their own arrangements to pay all the staff their salary within 5th day of every month from their own sources for 03 months.

The employees of the Service Provider will be entitled for only gazzetted Holidays declared by BBMP and a casual leave of one day every monthand Maternity Leave as per Government applicable rules. Any other types of leaves enjoyed by regular / contract employees will not be applicable to these employees.

The SP shall make necessary and prompt arrangement for alternative staff in case the staff engaged proceeds on leave for more than 2 days.

The staff shall be regarded on the rolls of the SP and shall not have any claim for continuation in BBMP and SP shall be liable to comply with all the requirement of laws.

In the event of default on part of the SP to provide requisite number of staff during the period of contract, the contract will be terminated and entrusted to another SP / Firm at the risk and cost of the defaulting SP / Firm.

The employees of the Service Provider shall diligently follow the instruction of senior officers and authorities under whom they are posted from time to time and will ensure service deliverables as required by them.

The employees of the agency may be required to attend office beyond office hours of on holidays as and when there is need for such work and such employees will be given leave of the total extra hours worked and in no circumstances any extra payment will be made on this account.

It will be the liability of the agency of for all loss or damages caused by the employees of the Service Provider out of their actions, default or negligence.

BBMP shall have the right to instruct the SP to remove any person engaged for rendering services on account of unauthorized absence, misconduct, non-co-operation unfit otherwise.

SERVICE PROVIDER shall ensure that its candidates have made truthful representations in their resumes SERVICE PROVDER shall ensure that it

has verified the basic credentials of the candidate like education, experience, technical competency, salary details etc before short-listing.

The Service Provider shall submit to the Employer the list of personnel deployed by him along with medical certificate, police verification of character and antecedents, personal details such as names of parents, address (temporary and permanent), telephone number for record by the Employer.

The persons so deployed shall not be below 18 years and not above 55 years. They will perform their duties to the satisfaction of the Employer. A representative of the Service Provider will report at lEast once in a month to the Employer or his representative at lEast once in a month for co-ordination with the Employer.

The personnel deployed by the Service Provider shall be covered as per applicable act and rules under the Minimum wages act ESI, PF, Gratuity and Bonus.

The service provider shall extend all benefits including leave, maternity leave accruing to them under the various applicable Labour laws.

After deducting the applicable employee's contribution of PF (present rate 12%), ESI (present rate 0.75%) and professional tax if any. The payment to the personnel should be made only by ECS within fifth day of the next month for which the payment is due. The deducted employee's contribution should be deposited in the accounts of the personnel through nationalized banks to the appropriate authorities within the prescribed time period failed which the Service Provider will be held responsible.

The Service Provider shall also deposit the applicable Employer's contribution of PF (present rate 13.16%) and ESI (present rate 3.25%) professional tax in the accounts of the personnel through nationalized banks to the appropriate authorities within the prescribed period failed which the Service Provider will be held responsible.

The Service Provider shall submit his invoice for the month before the tenth of the next month. The invoice shall give the following details:

1. Salary for the personnel based on attendance (computed at the quoted rate per month of 30 days less the employees contributed of (PF and ESI) supported by attendance sheet.
2. Employee's contribution of PF and ESI supported with proof of having deposited the same with the appropriate authorities.
3. Employers' contribution of PF and ESI supported with proof of having deposited the same with appropriate authorities.
4. Service Providers fees computed on the total of 1 to 3 above.
5. Service tax payable if any at the current rates on the total of 1 to 5 above.

The Annual statement of accounts in respect of each personnel as issued by the Regional Provident Fund Commissioner and ESI shall be furnished to each of the personnel with copy to the Employer.

This is a contract Services Agreement and the liability of BBMP is limited only to the payment of agreed Contract Fees as mentioned. This Agreement shall not be interpreted as creating any legal relationship between BBMP and the Service Provider.

This is a full and final agreement and this agreement supersedes all prior agreement, either verbal or written, However, all Bid forms and the Statutory Obligations and General Terms & Conditions signed separately also form part of this contract, Courts at Bengaluru shall have jurisdiction over this Contract.

For (Service Provider)	For BBMP
Signature	Signature
Name Designation Designation	Name